



Phelan Piñon Hills Community Services District

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SPECIAL PROPERTY MANAGEMENT COMMITTEE MEETING

October 24, 2019 – 3:30 p.m.

PPHCSD Office

4176 Warbler Road, Phelan, CA

MINUTES

Committee Members Present: Director Hoffman, Chair
Director Roberts

Staff Present: Kim Ward, HR Manager/Executive Secretary

1. **Call to Order**
Director Hoffman called the meeting to order at 3:33 p.m.
2. **Roll Call**
All Committee members were present.
3. **Approval of Agenda**
Director Roberts moved to approve the Agenda. Director Hoffman seconded the motion. The Agenda was approved as presented.
4. **Public Comment** – None
5. **Approval of Minutes** – July 24, 2019
Director Hoffman moved to approve the Minutes. Director Roberts seconded the motion. All were in favor and the motion carried.
6. **Discussion Regarding Administration Building**
Nothing to report; this item will be removed from this committee's agenda.
7. **Discussion Regarding Piñon Hills Community Center Lease with Fire Department**
Nothing new to report; this item will be removed the agenda and staff will update the Board, as necessary.
8. **Discussion Regarding Parking Lot Lease with Piñon Hills Chamber of Commerce**
After a discussion, the committee determined no revisions to the Lease are necessary and therefore recommend reaffirming the Lease and provisions with the Chamber and accepting the check for the remaining lease term from the Chamber.
9. **Update on Leased Properties**
Circle Green has been contacted about cleaning up the Dairy property.
10. **Staff Report** – Nothing further to report.
11. **Committee Comments** – None
12. **Review of Action Items**
 - Letter to Chamber regarding Lease
 - Cleanup Dairy property
13. **Set Agenda for Next Meeting** – Tentatively rescheduled for November 19, 2019 at 3:30 p.m.
 - Remove Item 6
 - Remove Item 7

14. Adjournment

With no further business before the Committee, the meeting adjourned at 3:50 p.m.

Link to Agenda Materials and Handouts: <http://www.pphcsd.org>